

FBIS-1806/88
11 March 1988

FIN-1



MEMORANDUM FOR: Chief, Audit & Certification Division
Office of Finance

FROM: Chief, Joint Publications Research Service
Foreign Broadcast Information Service

SUBJECT: Computer Program Change for JPRS Contractors

1. The Joint Publications Research Service (JPRS) employs over STAT
contractors for translation services. The Office of Finance (OF) prepares the
payroll for these independent contractors based on Statements of Service
provided by them when jobs are completed. The contractors are then paid via
direct deposit to specified bank accounts. The contractors receive statements
from the Office of Finance showing only the amount paid and the date of
deposit.

2. We have received complaints from contractors about this method. It
would fulfill the contractor's recordkeeping needs more efficiently if the
deposit statement indicated those jobs for which payment has been made. As it
is now, the contractor has a difficult time keeping track of what jobs have
been paid for and which have not. Not only would the contractor benefit from
a more complete statement, JPRS and A&CD would also be relieved of many
telephone calls and letters of inquiry about what jobs were included in the
past month's deposit.

3. Therefore, JPRS is requesting that A&CD arrange to have the computer
program changed to include job information on the contractor's deposit
statement. Please let me know if JPRS can be of assistance in expediting this
action. I can be reached on STAT

STAT



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DDS&T/FBIS/JPRS [redacted] **FBIS-1806/88 (11 March 1988) nls**

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Distribution: **ORIG** - **Addressee**
1 [redacted] **A&CD**
1 - **Finance Clerk/TSS/JPRS**
1 - **FBIS Registry**

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